

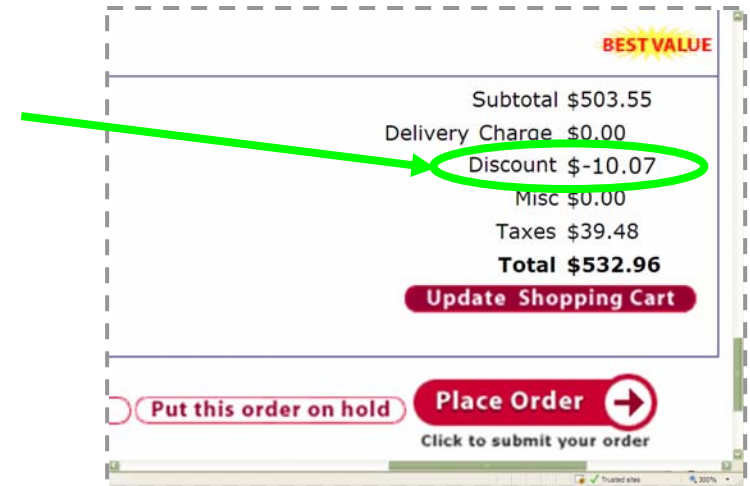
ORDER INCENTIVE

STATE OF WASHINGTON CONTRACT 09205

**BUILD YOUR ORDER TO TAKE
ADVANTAGE OF DISCOUNTS**

► ORDER SIZE INCENTIVE

- **1% discount for order size from \$251 to \$450**
- **2% discount for order size from \$451 and over**



Building your order provides greater discounts.



► HOW TO HOLD YOUR ORDER

How to build your order for size incentive

- You can build an order and place it when you are ready. This will allow you to take advantage of the order size incentive.
- **Step 1:** At checkout you can place your order on hold by selecting the “Put this order on hold.” This will reserve the inventory for 5 working days.

if you are not available to receive the order on the date shown, select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Request a desired delivery date:

Tue, Sep 9, '08

For Future Delivery:
To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)

Shopping Cart [Hide Item Images](#)

expected delivery date: 09/09/2008

Item Number	Entered Item Number	Our Price	Units	Quantity	Back Ordered	Extended Price	Comments	Remove
	0940650	\$37.440	case	1	0	\$37.44		
Office Depot® Green™ 35% Recycled EnviroCopy™, 8 1/2" x 11", 20 Lb., 104 Brightness, 500 Sheets Per Ream, Case Of 10 Reams								

HUB BEST VALUE

Subtotal \$37.44
Small order handling fee \$9.95
Misc \$0.00
Taxes \$3.79
Total \$51.18

[Update Shopping Cart](#)

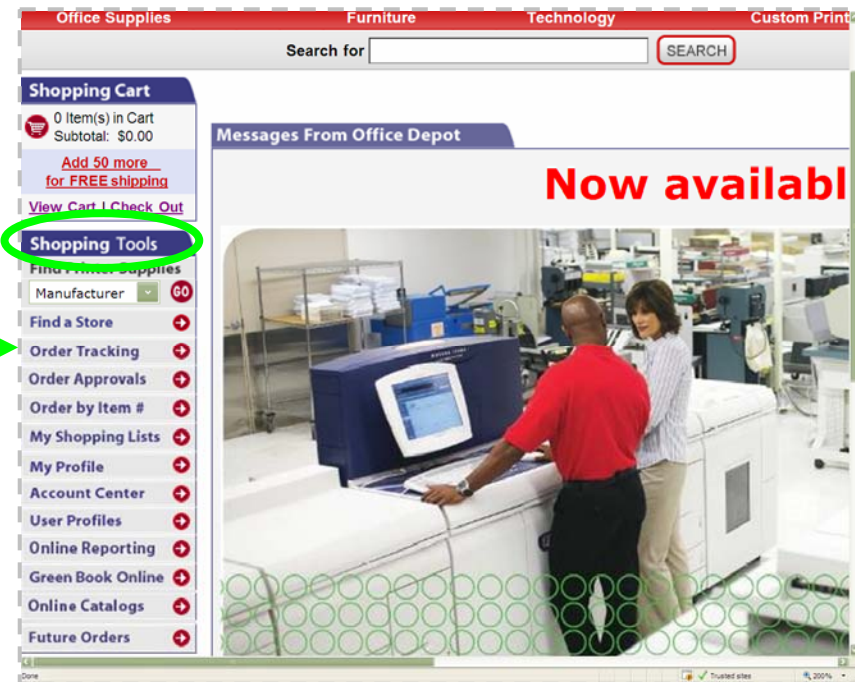
[Continue Shopping](#) [Save Items for Later](#) [Put this order on hold](#) [Place Order](#) 

Click to submit your order

► HOLD ORDER

How to build your order for size incentive (continued)

- **Step 1:** At checkout you can place your order on hold by selecting the “Put this order on hold”. This will reserve the inventory for 5 working days.
- **Step 2:** When you return back to continue ordering. Select “Order Tracking” on Shopping Tools menu



► HOLD ORDER

How to build your order for size incentive (continued)

- **Step 1:** At checkout you can place your order on hold by selecting the “Put this order on hold”. This will reserve the inventory for 5 working days.
- **Step 2:** When you return back to continue ordering. Select “Order Tracking” on the left column menu
- **Step 3:** Open your held order by clicking on the “Order Number”

Office DEPOT Business Solutions Division

Welcome ACCOUNT MANAGER of WA ST TRANS NO CENTRAL REGION

Search for:

Shopping Cart 5 items in Cart Estimate: \$5.00
[Add 50 more for FREE shipping](#)
[View Cart / Check Out](#)

Shopping Tools
[Find Printer Supplies](#)
[Find a Store](#)
[Order Tracking](#)
[Order Approvals](#)
[Order by Item #](#)
[My Shopping Lists](#)
[My Profile](#)
[Account Center](#)
[User Profiles](#)
[Online Reporting](#)
[Green Book Online](#)
[Online Catalogs](#)
[Future Orders](#)

Order Tracking
Trouble finding your order? try searching by using one of the methods below.

Search By:

Status: and

Date Range: From: To:

Dollar Range: Min: Max:

Pending Approver:

Orders from 8/6/2008 to 9/6/2008

Click an order number to see the details of your order, or to view delivery tracking information.

Orders On Hold

Order Number	Order Date	Total	Delivery Date	OK to Change	PO #	ORG #	LOC CODE	Status	Contact	Type
443232081-001	9/6/2008	\$51.18	9/9/2008	yes	TEST	TEST	TEST	Held by Customer	ACCOUNT MANAGER	Order

Order History

Order Number	Order Date	Total	Delivery Date	OK to Change	PO #	ORG #	LOC CODE	Status	Contact	Type
442532428-001	9/4/2008	\$5.86	9/4/2008	no	STORE PURCHASE			Shipped		Order
442674634-001	9/3/2008	\$122.96	9/4/2008	no		428401	WSDOT	Shipped	JED GOSSMAN	Order
442790417-001	9/3/2008	\$2.09	9/4/2008	no	428010	428010	ELEC CITY	Shipped	DEBBIE ACHORD	Order
442820081-001	9/3/2008	\$58.79	9/17/2008	no	428010	428010	ELEC CITY	In Process	DEBBIE ACHORD	Order
442873751-001	9/2/2008	\$100.58	9/3/2008	no		428401	WSDOT	Shipped	JED GOSSMAN	Order
442923844-001	9/2/2008	\$13.90	9/3/2008	no	428001	428001	WENATCHEE RO	Shipped	PATTY GIL	Order
442924486-001	9/2/2008	\$92.29	9/3/2008	no	428001	428001	WENATCHEE RO	Shipped	PATTY GIL	Order
442925014-001	8/25/2008	\$95.02	8/26/2008	no	428401	428401	WSDOT	Shipped	JED GOSSMAN	Order
441133977-001	8/20/2008	\$-20.39	8/20/2008	no	428001	428001	WENATCHEE	Shipped	PATTY GIL	Return
441133983-001	8/20/2008	\$11.37	8/21/2008	no	NOT NEEDED	428401	REAL ESTATE	Cancelled	BOBBY WILLMS	Order
441127300-001	8/20/2008	\$1002.82	8/21/2008	no	TEST	TEST	TEST	Cancelled	ACCOUNT MANAGER	Order

Site Info: [Customer Resources](#) [Privacy Info](#) [Trusted sites](#) 100%

► HOLD ORDER

How to build your order for size incentive (continued)

- **Step 1:** At checkout you can place your order on hold by selecting the “Put this order on hold”. This will reserve the inventory for 5 working days.
- **Step 2:** When you return back to continue ordering. Select “Order Tracking” on the left column menu.
- **Step 3:** Open your held order by clicking on the “Order Number”.
- **Step 4:** Click on the “Modify Order” button.

Check Out | **Release Order** | **Modify Order** | **Cancel Order**

Order Information

Order Number: 46332258-001
Order Date: 09/06/2008
Ordered By: 46332258
Last Modified On: 09/06/2008
Last Modified By: 46332258
Contact: ACCOUNT MANAGER
(509) 667-3023 Ext:0000
Payment Info: Credit Card

CONTACT: TEST
PO #: TEST
ORG #: TEST
LOCCODE: TEST
Comments:

Delivery Information

Tracking Info:
Status: Held by Customer
Delivery: 09/09/2008
Date/Time: 08:30 AM - 05:00 PM
Shipping Address: WSDOT
2830 EUCLID AVE BLDG D
WENATCHEE, WA
98801-5916 USA

Order Summary

Item Number	Units	Our Price	Order Qty	Backorder Qty	Shipped Qty	Cost	Comments
940650	case	\$37.44	1	0	0	\$37.44	
Office Depot® Green™ 35% Recycled EnviroCopy™, 8 1/2" x 11", 20 Lb., 104 Brightness, 500 Sheets Per Ream, Case Of 10 Reams HUB BEST VALUE							
Subtotal: \$37.44							
Taxes: \$3.79							
misc: \$0.00							
Delivery: \$9.95							
Total: \$51.18							

Reorder Items

► HOLD ORDER

How to build your order for size incentive (continued)

- **Step 1:** At checkout you can place your order on hold by selecting the “Put this order on hold”. This will reserve the inventory for 5 working days.
- **Step 2:** When you return back to continue ordering. Select “Order Tracking” on the left column menu.
- **Step 3:** Open your held order by clicking on the “Order Number”.
- **Step 4:** Click on the “Modify Order” button.
- **Step 5:** Click on the “Continue Shopping” button. This will bring you back into the shopping process. You can check out when completed or return back to **Step 1** to put your order back on hold to continue building at a later date.

if you're not a vendor, please click on the "Guest" link, this will take you to the "Guest" page (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Request a desired delivery date:

Tue, Sep 9, '08

For Future Delivery:
To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)

Shopping Cart [Hide Item Images](#)

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Item Number	Entered Item Number	Our Price	Units	Quantity	Back Ordered	Extended Price	Comments	Remove
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Office Depot® Green™ 35% Recycled EnviroCopy™, 8 1/2" x 11", 20 Lb., 104 Brightness, 500 Sheets Per Ream, Case Of 10 Reams								

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Misc \$0.00
Taxes \$3.79
Total \$51.18

[Update Shopping Cart](#)

[Continue Shopping](#) [Save Items for Later](#) [Put this order on hold](#) [Place Order](#) 

Click to submit your order

► CONTACT INFORMATION

Need help? Please contact:

- **National Customer Service**
1-888-777-4044
Reference WWU account #89119669
- **Cindy Tsuei, Office Depot Account Manager**
Ph: 253-872-1711